

The Littlehampton Academy

Applicant Information Pack



Head of Year (Teaching Role)

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From the Principal

Thank you for your interest in The Littlehampton Academy. This is a great time to become part of our community: following the first 'good' Ofsted grading for the academy in March 2022, we are joining schools across the country in re-evaluating our provision after a period of disruption, and planning the changes needed to ensure that we can support all our students to achieve their very best outcomes after an extreme period of disruption.

The Littlehampton Academy has a long- standing reputation as a busy, vibrant school where staff and students work together with an unrivalled sense of commitment to enable the best possible outcomes - in all senses - for all students during their time with us, ready for the adventures and opportunities they embrace throughout their lives. Our students join us as children, but we aim to ensure they leave us as accomplished young adults, kind, confident and resilient, having developed strong relationships during their time with us. Our mission is encapsulated in the Woodard Academy Trust motto: **'opening minds, raising expectations, transforming lives'**.

Staff at The Littlehampton Academy, in all roles, in all teams and at whatever stage of our working lives, have an essential part to play in this mission. Every role at TLA supports and contributes to the day-to-day experience and ultimate happiness and success of our students. This is not only a huge privilege for those of us who choose to work in education, but also a great responsibility.

Teaching and learning is at the heart of everything we do at The Littlehampton Academy. We believe that learning takes place both inside and outside the classroom and we will always go "the extra mile" to allow our students to be successful.

As a member of the TLA team, you will have constant opportunities to develop and grow professionally and personally, enabling you to achieve your very best both in your time with us and in future roles, wherever they take you.

If you think you like the sound of TLA, we invite you to come and see for yourself. Please contact our HR Department on 01903 711120 or via personnel@tla.woodard.co.uk

Introduction to the Woodard Academies Trust

The Woodard Academies Trust is a collaboration of six schools across England working together to meet ambitious goals for students and staff and to deliver the vision:

- Opening minds: igniting a curiosity about the world, nurturing spiritual and cultural growth and developing a love of learning for life.
- Raising expectations of everyone in the Trust, staff, pupils and governors, of the standards we can reach and the outcomes we can achieve, irrespective of background.
- Transforming lives: a successful education will transform the lives of young people into adulthood so they have rewarding careers, strong relationships, and make positive contributions to their community and society.

The Trust has an impressive heritage as part of the Woodard family of schools, founded by Nathaniel Woodard in 1848 with the aim of providing an education based on Christian values. The Trust's main focus is school improvement, drawing on the skills and expertise across the Trust to ensure every school is at least 'good' and all pupils achieve well.

The Littlehampton Academy

The Littlehampton Academy is a large academy recently designated by Ofsted as "Good" in all categories and with an incoming year 7 exceeding all previous numbers. We are proud to be part of the Woodard Academies Trust which has a distinctive core ethos supporting the development of both staff and students. The group motto: 'opening minds, raising expectations, transforming lives' is at the heart of everything we do and reflects our ambitions for all our students.

Situated on the beautiful West Sussex coast and with views of the South Downs, our academy has state-of-the-art facilities - including ample staff parking and a fitness suite. We are close to good transport links to surrounding towns, including Worthing, Chichester and Brighton.

Why is The Littlehampton Academy a great place to work?

- An improving school with high expectations and high standards in all we do
- Staff who are completely committed to the academy and its students, who provide support and advice to colleagues, and whose morale is high
- A school with a strong sense of community
- Strong leadership: "Senior leaders have a clear vision for the school that is suitably articulated through the school's self-evaluation. They have worked hard to improve the quality of education, as well as teaching and behaviour. They have ensured that professional development is better planned and better personalised." (Ofsted 2022)
- A developing behaviour system that enables teachers to provide disruption-free learning and gives students the opportunity to fulfil their potential
- A strong emphasis on literacy across the curriculum
- A growing school, attracting students from surrounding areas
- Excellent on-going CPD and career development opportunities
- Up to nine INSET days per year, dedicated to developing teaching and learning skills
- Opportunities to make significant contributions to both the academic progress and the wellbeing of our students.

Benefits

- Pay scales in line with the School Teachers Pay and Conditions Document
- A contributory pension scheme - Teachers Pension Scheme
- Occupational Sick Pay in line with local authorities
- Wellbeing support through free access to an Employee Assistance Programme
- Cycle to work salary sacrifice scheme (offers tax and NI savings)
- Free on-site parking
- Free access to Fitness Suite

Ofsted Report

Inspection of The Littlehampton Academy
Fitzalan Road, Littlehampton, West Sussex BN17 6FE

Inspection dates: 1 and 2 February 2022

Overall effectiveness	Good
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The quality of education	Good
Behaviour and attitudes	Good
Personal development	Good
Leadership and management	Good
Sixth-form provision	Good
Previous inspection grade	Requires improvement

What is it like to attend this school?

Pupils study a broad and rich curriculum with a wide range of subjects. The curriculum matches the school's intentions and is taught by knowledgeable teachers. The accredited careers programme supports pupils' high aspirations. Sixth-form students receive valuable support and guidance on apprenticeships, employment and university.

Relationships between pupils and teachers are strong and based on mutual respect. The school aims to provide a caring and diverse educational environment where all pupils are known and nurtured. The school's chapel provides a haven for staff and pupils where everyone is welcome, everyone is included and everyone is respected. Pupils speak highly of the support for their welfare and well-being.

The values of 'Respect, Explore, Aspire and Persevere' are emphasised across the school. Pupils agree with these values, but say that some pupils are unkind and make offhand comments that are not nice. These are not always picked up by teachers. Pupils appreciate the presence of staff around the school. They speak positively about improvements in behaviour over time.

The full Ofsted report can be found on the Academy website: [here](#)

About the Role

For January 2025 (earlier if available) we are looking to appoint a Head of Year to our developing pastoral team.

The Head of Year will be working with a dedicated team of tutors and support staff in a very motivating, forward-thinking environment. Our school is committed to providing excellent CPD at all levels, including weekly teaching and learning development for all and progression programmes for each career stage, from ECT to leadership.

This role is offered at TMS/UPS plus TLR2c (currently £7847) and will be supported by a reduced teaching load. The ability to teach Science and or Social sciences would be an advantage.

Closing Date: midday on Monday 11 November 2024 . *We reserve the right to close the vacancy before the closing date so please apply early.*

About You

The successful candidate will

- Believe passionately that all children can achieve, no matter their starting point, background or needs;
- Have the highest expectations and standards
- Enthuse students with a passion for their subject and inspire them to give of their best
- Be flexible and resilient, with an unrelenting "can do" attitude
- Plan strategically using analytical thinking
- Be able to inspire colleagues and build teams
- Be able to support and challenge both staff and students whilst maintaining good relationships
- Be committed to personal and professional development

The Littlehampton Academy

Job Description - Teaching Staff



Head of Year

Reporting to	Assistant Principal
Salary	TLR 2c
Accountable for	Pastoral Support Officer
Key Relationships	Year Tutor Team, Pastoral Leader, Pastoral Support Officer, Family Liaison Officer

Role Context

The role of Head of Year is to lead and manage both academic monitoring and pastoral interventions, including for attendance and behaviour, for the students within the designated year group. Working with the DoFs, Year Leaders, Pastoral Support Officers, Tutors and attendance team, the role will enable students to fulfil their potential and achieve the highest possible outcomes in all aspects of their education.

Role Purpose

- To assist the Principal and SLT in fulfilling whole-academy objectives by providing exceptional leadership and management in this area
- To enable all students within the specified year group to fulfil their potential and achieve the highest outcomes through ensuring academic and pastoral needs are met
- To create, with other key pastoral colleagues, a year group sense of identity supporting the academy ethos of ambition, and the highest expectations and standards
- To ensure relationships with parents and the wider community promote and support strong engagement with the academy
- To support staff and students in fulfilling the WAT motto: *"Opening minds, raising expectations, transforming lives"*

Main Duties and Responsibilities

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The post-holder may reasonably be expected to undertake other duties commensurate with the level of responsibility from time to time.

Academic Progress

- Support and develop a team of tutors focusing on high standards of social, personal and academic development so that all students achieve their potential.
- Monitor the academic progress of the year group in order to secure and sustain effective learning
- Use assessment data to inform an analysis of individual student progress and collective progress across each tutor group and the year group as a whole
- Understand the range of barriers to learning that impact on student progress

- Identify underachievement with a view to establishing and coordinating improvement strategies in conjunction with appropriate colleagues
- Monitor the effectiveness of these interventions and report to SLT regularly on the progress being made by students in the year group
- Lead the organisation of appropriate parent information and progress evenings and to encourage and monitor parent attendance to such events.

Leading Tutors

- Lead and manage a team of tutors and maintain regular formal and informal contact with tutors including QA of tutor time
- Lead tutor meetings, working with the Year Leader and Pastoral Support Officer to identify areas for discussion including development and training needs for tutors
- Make a significant contribution to the induction of tutors referring any individual training needs to the member of SLT with responsibility for CPD

Attendance and Behaviour

- Monitor student attendance and punctuality on a weekly basis and take all the appropriate steps to ensure that attendance and punctuality of students in the year group are at the highest levels.
- Liaise with the Family Liaison Officer and participate in meetings when required
- Monitor student behaviour, and, in consultation with key staff, decide on appropriate sanctions, interventions and rewards
- Oversee students on report and make contact with parents when necessary
- Manage students' behaviour according to the academy's systems and policies, referring situations to the appropriate member of SLT when appropriate
- Revisiting and developing academy rewards systems regularly to ensure student voice is responded to

Events

- Taking a lead role with other key staff in organising and managing specific year group events

Additional Expectations

The responsibilities outlined above are in addition to those required of a subject teacher (see separate job description). All teachers are expected to meet the Teachers' Standards to a level appropriate to their experience and pay. Teachers on the upper pay scales are expected to make a significant and sustained wider contribution to the academy, which includes working with and leading colleagues.

All staff are expected to:

- promote the Woodard Christian ethos that embraces all faiths
- take responsibility for their own professional development and support that of colleagues where appropriate
- engage in the Academy appraisal process and support colleagues in achieving their own targets where appropriate
- have regard to guidance on keeping children safe in education
- observe health and safety requirements and play their part in ensuring a safe working environment.

The responsibilities outlined above are in addition to those required of a subject teacher.

The Littlehampton Academy Person Specification	
Head of Year	

A = Application R = Reference I = Interview or assessment E = Essential D = Desirable

A	Qualifications	E or D	Assessed via
1	Qualified Teacher Status	E	A
2	Degree and/or relevant qualification in a specialist subject area	E	A
B	Experience and knowledge	E or D	Assessed via
1	Sustained successful experience as a classroom practitioner across the age and ability range 11 to 16	E	A/I/R
2	Experience of working with data to promote learning and achievement	D	A/I/R
4	An understanding of the characteristics of effective schools and of strategies for raising pupils' achievement and promoting their spiritual, moral, social and cultural development	E	A/I/R
5	An understanding of equality of opportunity issues and how they can be addressed in schools/academies	E	A/I/R
6	Experience of raising the achievement of diverse groups of students across the ability range	E	A/I/R
C	Skills and abilities	E or D	Assessed via
1	Able to demonstrate the skills of a good teacher and aspire to be outstanding	E	A/I/R
2	Ability to form and maintain appropriate relationships and personal boundaries with children	E	A/I/R
3	Able to lead a team with energy, enthusiasm and perseverance	E	A/I/R
4	Able to work under pressure and managing competing demands and deadlines	E	A/I/R
5	Ability to consult and negotiate effectively with a range of stakeholders	E	A/I/R
6	Excellent interpersonal skills demonstrating a willingness to listen and empathise as well as to be self critical and reflective	E	A/I/R
7	The ability to communicate effectively both orally and in writing, with a variety of audiences across the academy and beyond	E	A/I/R
8	Able to use comparative data, together with information about pupils' prior attainment to establish benchmarks and set targets for improvement	E	A/I/R
9	Able to relate to and communicate effectively with parents and carers and to encourage their active participation in the educational process	E	A/I/R
D	Motivation	E or D	Assessed via
1	Commitment to ensuring the health, safety and wellbeing of all children and young people	E	I/R

2	Appropriately motivated to work with children and young people and to build and maintain appropriate relationships	E	I/R
3	Committed to optimum performance and continuing professional development	E	I/R
4	Commitment to supporting whole school events and extracurricular activities	E	I/R
5	Commitment to the ethos and values of the academy	E	I
E	Personal qualities	E or D	Assessed via
1	Enthusiasm and emotional resilience	E	I/R
2	Appropriate attitudes to authority and maintenance of discipline	E	I/R
3	Strong work ethic - willingness to “go the extra mile”	E	I/R

Safer Recruitment Declaration

Schools are now required, as part of their shortlisting process, to carry out an online search as part of their due diligence. If shortlisted for the role, an appropriate online search will be undertaken on your name(s). Any information highlighted will be treated as confidential and will only be used in relation to the post for which you have applied.

The successful applicant will be required to undergo full safeguarding and vetting checks, including references and an enhanced Disclosure and Barring Service check, and will be subject to a period of probation.

Other Pre-employment Checks

In addition to safeguarding checks, all offers of employment are subject to the following:

- Pre-employment health check
- Receipt of two satisfactory references, including one from a recent employer
- Overseas checks where necessary
- Presentation of appropriate qualification certificates
- Proof of right to work in the UK
- Prohibition of management checks for any leadership posts

Equality, Diversity and Inclusion

The Littlehampton Academy is committed to the promotion of equality of opportunity in its employment policy, practices and procedures. No applicant will receive less favourable treatment on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

To help us monitor equal opportunities, please complete the separate Equal Opportunities form. This will be used only for statistical purposes and will not be available to those involved in the selection process, so will make no difference to how the application is treated.

How to Apply

All applications should be submitted using the on-line application form through our Career Site: <https://www.eteach.com/careers/littlehamptonacademy/>

Please note, we do NOT accept curriculum vitae as the sole means of application as they do not meet the requirements of safer recruitment.

When applying for a role, it is important to demonstrate how your qualifications, skills, knowledge, and experience match the person's specification. You will have the opportunity to provide examples in the personal statement section of the application.

You must complete each section of the online form. We cannot accept applications with missing information.

Deadline for receipt of applications	Monday 11 November 2024 (midday)
Interview Date	TBC

For queries or to arrange a visit to the Academy, please contact the HR department on:

Tel.	01903 711120
Email	personnel@tla.woodard.co.uk